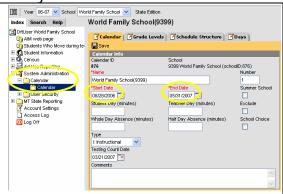


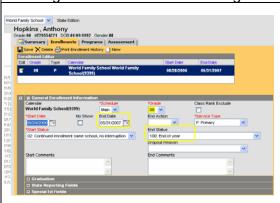
End-of-Year Process 2006-2007

Verify School Calendar Dates



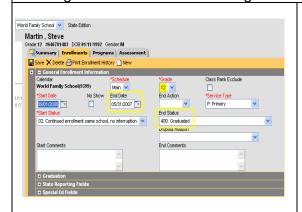
- From the Index, expand the System Administration folder by clicking on the plus (+) sign or by clicking on the name of the folder.
- Select the Calendar folder.
- Select the next Calendar folder.
- Choose the correct school from the drop-down list at the top of your screen.
- ★ Verify the school's Start and End dates are accurate.
 - These are the first and last days of school for the students.

Ending Enrollment Records for grades PK thru 11



- Active Enrollment records for grades PK thru 11, UE, UM, and UH will be ended automatically by the OPI after June 11, 2007.
 - The student's enrollment 'End Date' will default to the school's calendar 'End Date'.
 - The student's 'End Status' will default to code "100: End of Year".
 - You do not need to mark students who are moving to another school with code 110. The OPI will get that information from the next year's enrollment record.
- AIM specialists will only need to modify student records that do not end on the last day of school.

Ending Enrollment Records for grade 12



- Active Enrollment records for grade 12 students will be ended automatically by the OPI after June 11, 2007.
 - o The student's enrollment 'End Date' will default to the school's calendar 'End Date'.
 - Although Section 20-1-301 MCA allows seniors to have less aggregate hours and graduate early, there is no need to change the default end date on the enrollment record.
 - The student's 'End Status' will default to code "400: Graduated".
- ★ The 'End Date' and/or 'End Status' will need to be modified for <u>only</u> those students that do not graduate at the end of the regular school year.
- Graduation data must be entered for <u>all</u> students in grade 12 or UH who meet the district's requirements for graduation.

Graduation Data



- ★ Schools may enter their 2006-2007 graduation data using the direct entry or file upload method through October 26, 2007.
 - Data can be entered any time with the direct entry method. Regular graduates can be entered now and summer graduates may be added later this fall.
 - o The file upload format will be available after August 1, 2007.
- ★ Graduation data elements include 'Diploma Date', 'Diploma Type', and 'Diploma Period'.
 - The 'Diploma Date' will default to the school's calendar 'End Date' (or last day of school). There is no need to change this date.
 - o'Diploma Type' indicates the category of diploma the student earned.
 - GED recipients are considered dropouts unless they have completed a "district-approved high school educational program."
 - o'Diploma Period' specifies whether the student graduated "on time" or "in the standard number of years". (Graduating in the standard number of years is defined as an individual completing a district's graduation requirements in four years or less from the time an individual enrolled in the 9th grade, or with an IEP allowing for more than four years to graduate.)

List of grade 12 students



Use Advanced Search to obtain a list of all 12th-grade students.

- Select the Search tab.
- · Click on Advanced Search.
- Select grade 12 from the drop-down list.

